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18 July 1956

MEMORANDUM FOR: Colonel White

SUBJECT : Cable Communications Review Course - Final Report

1. During March of this year you requested that something be done to improve cable writing efficiency throughout the Support Services. Analysis of the problem indicated that four hours of instruction would be adequate to achieve the objective but that real effectiveness could be achieved only if all support personnel who originate, authenticate, coordinate or release cables participated in the training. A general lesson plan was worked out and competent instructors recruited without difficulty. Top-side support of this activity was demonstrated from the beginning (See Tab A.). Training Officers of the various support components were brought into play early and participated actively in the program. (See Tab B.) In addition, Mr. Lloyd, ADD/S, introduced each offering of the course with a brief, pungent explanation of the importance of cable writing efficiency both to the organization and to each individual.

2. The Cable Communications Review was presented to each of ten groups of support personnel between 1 May and 19 June. A total of 268 individuals received training through the program. In addition, 12 officers attached to the staff of the SSA/DDS and 4 members of the staff of OTR attended a similar course being offered concurrently under auspices of the Clandestine Services. A summary of participation by components is as follows:

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Communications
Comptroller
Logistics
Medical
Personnel
Training
SSA/DDS
Audit Staff
Security
O/DDS, General Counsel
and Commercial

Total

77	Document No. <u>9</u>
37	No Change In Class. <input type="checkbox"/>
78	<input type="checkbox"/> Declassified
12	Class. Changed to: <u>TS SC</u>
11	Next Review Date: <u>1-9-79</u>
4	Auth: <u>10-2</u>
12	Date: <u>1-9-79</u>
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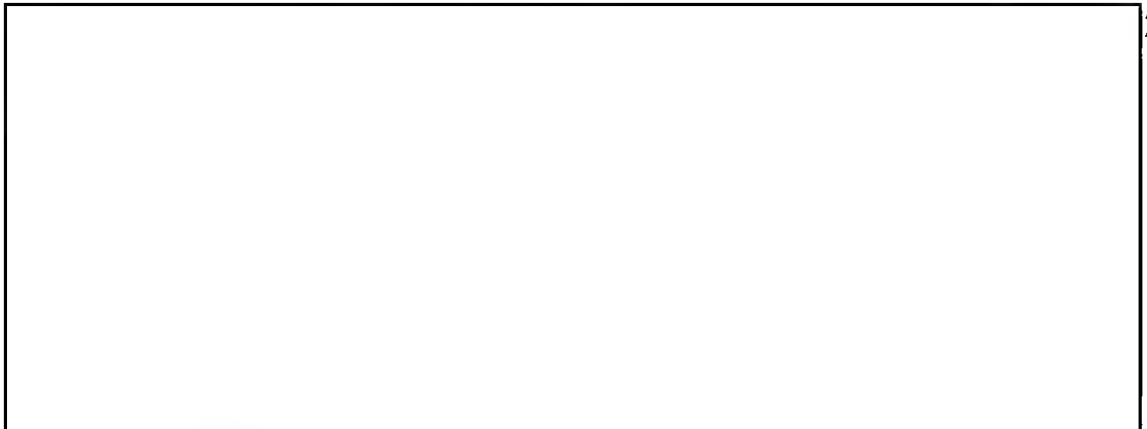
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3. According to the Chief, Signal Center, cable efficiency of Support Services was increased substantially as a direct result of this training program. Therefore, it seems reasonable to conclude that the program successfully attained the objective which you desired. Whether this new level of efficiency will tend to diminish with passage of time remains a matter for speculation.

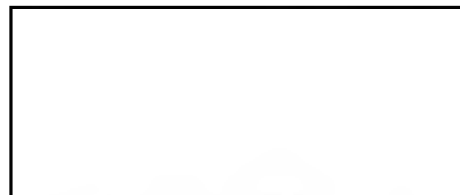
4. As might be expected, the success of this training program was due, not to one, but to many factors. Principal among them are these:



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Top-side Support - A memorandum from DD/S to the head of each support office and staff announced the training program and made clear what action was expected. Mr. Lloyd's introduction of the course ~~which~~ served both to reaffirm the importance of the objective and as an inspiration was a notable contribution.

A Sound Plan - The program was aimed at all who originate, authenticate, coordinate or release cables. Further, it provided instruction by a variety of methods (self-study, lecture, question answer, practice problem), and, was presented to groups averaging only 27 persons. The command line responded to DD/S support of the program; with few exceptions both Office Heads and Deputies participated in the training and the inevitable good results from this kind of leadership were apparent.



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